

Calendar of Important Dates – Program Year 2013-14

August 2013

19 **Enrollment Paperwork Due for 9-1 Member Starts**

September 2013

1 AC*State First Start Date
 2 Team Performance and Training Plans Due
 2 State Holiday – **WSC Closed**
 3 **Enrollment Paperwork Due for 9-16 Member Starts**
 10 Payday (Aug 16-31)
 10 Final WRC Billing Reimbursement Requests Due PY 12-13
 11 National Day of Service and Remembrance
 12 Payroll Email Due to Coordinator (Sept 1-15)
 16 Final Quarterly Reports Due PY 12-13
 16 AC*State Second Start Date
 16 **Enrollment Paperwork Due for 10-1 Member Starts**
 20 Payday (Sept 1-15)
 26 Payroll Email Due to Coordinator (Sept 16-30)

October 2013

1 AC*State Third Start Date
 4 Payday (Sept 16-30)
 10 Payroll Email Due to Coordinator (Oct 1-15)
 15 September Member Timesheets Due (earlier preferred)
 18 AmeriCorps Launch - Seattle Center
 18 Payday (Oct 1-15)
 25 Payroll Email Due to Coordinator (Oct 16-31)
 26 Make a Difference Day
 28-30 SERVES-Yakima (*Individual Placement/Special Program members only*)

November 2013

5 Payday (Oct 16-31)
 11 State Holiday (Veterans Day) – **WSC Closed**
 12 Payroll Email Due to Coordinator (Nov 1-15)
 15 October Member Timesheets Due (earlier preferred)
 20 Payday (Nov 1-15)
 25 Payroll Email Due to Coordinator (Nov 16-30)
 28-29 State Holiday – **WSC Closed**

December 2013

TBD Washington Leader Corps
 5 Payday (Nov 16-30)
 12 Payroll Email Due to Coordinator (Dec 1-15)
 16 November Member Timesheets Due (earlier preferred)
 16 Quarterly Reports Due
 20 Payday (Dec 1-15)
 23 Payroll Email Due to Coordinator (Dec 16-31)
 25 State Holiday – **WSC Closed**

January 2014

- 1 State Holiday – WSC Closed
- 3 Payday (Dec 16-31)
- 10 Payroll Email Due to Coordinator (Jan 1-15)
- 15 December Member Timesheets Due (earlier preferred)
- 17 Payday (Jan 1-15)
- 20 Martin Luther King Jr. Day of Service – WSC Closed
- 28 Payroll Email Due to Coordinator (Jan 16-31)
- 31 First Member Evaluations Due

February 2014

- 5 Payday (Jan 16-31)
- 12 Payroll Email Due to Coordinator (Feb 1-15)
- 14 January Member Timesheets Due (earlier preferred)
- 17 Exempt W-4's Due for renewal
- 17 State Holiday - WSC Closed
- 20 Payday (Feb 1-15)
- 25 Payroll Email Due to Coordinator (Feb 16-29)

March 2014

- 5 Payday (Feb 16-28)
- 12 Payroll Email Due to Coordinator (Mar 1-15)
- 14 February Member Timesheets Due (earlier preferred)
- 14 Quarterly Reports Due
- 18 Payday (Mar 1-15)
- 27 Payroll Email Due to Coordinator (Mar 16-31)

April 2014

- 4 Payday (Mar 16-31)
- 6-13 National Volunteer Week
- 10 Payroll Email Due to Coordinator (Apr 1-15)
- 15 March Member Timesheets Due (earlier preferred)
- 18 Payday (Apr 1-15)
- 25 Payroll Email Due to Coordinator (Apr 16-30)

May 2014

- 5 Payday (Apr 16-30)
- 12 Payroll Email Due to Coordinator (May 1-15)
- 15 April Member Timesheets Due (earlier preferred)
- TBD Team Supervisor Training & Technical Assistance Meeting
- 20 Payday (May 1-15)
- 26 State Holiday - WSC Closed
- 28 Payroll Email Due to Coordinator (May 16-30)

June 2014

- 5 Payday (May 16-31)
- 12 Payroll Email Due to Coordinator (June 1-15)
- 13 Quarterly Reports Due
- 16 May Member Timesheets Due (earlier preferred)
- 20 Payday (June 1-15)
- 25 Payroll Email Due to Coordinator (June 16-30)
- 30 Second Member Evaluations Due

July 2014

- 3 Payday (June 16-30)
- 4 State Holiday – **WSC Closed**
- 11 Payroll Email Due to Coordinator (July 1-15)
- 15 June Member Timesheets Due (earlier preferred)
- 18 Payday (July 1-15)
- 21 AC*State Member Exit Paperwork Due for 7-15 Exits (with Timesheets)
- 28 Payroll Email Due to Coordinator (July 16-30)

August 2014

- 5 Payday (July 16-31)
- 6 AC*State Member Exit Paperwork Due for 8-1 Exits (with Timesheets)
- 12 Payroll Email Due to Coordinator (Aug 1-15)
- 15 July Member Timesheets Due (earlier preferred)
- 20 Payday (Aug 1-15)
- 21 AC*State Member Exit Paperwork Due for 8-15 Exits (with Timesheets)
- 26 Payroll Email Due to Coordinator (Aug 16-31)

September 2014

- 2 State Holiday – **WSC Closed**
- 5 AC*State Member Exit Paperwork Due for 8-31 Exits (with Timesheets)
- 5 Payday (Aug 16-31)
- 13 Final Quarterly Reports Due PY 13-14
- 15 August Member Timesheets Due